



## OFFICE OF AUDITOR OF STATE STATE OF IOWA

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Auditor of State

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July 23, 2014

### **ATTENTION: Electronic AFR Submission**

An Excel spreadsheet for the AFR for the year ending June 30, 2014 will be available in July on the website for this Office, which is located at <http://auditor.iowa.gov>. The spreadsheet, AFR2014.xls, and instructions for downloading the file will be available under the City Annual Financial Report (AFR) tab on the website along with several other helpful questions, answers and resources. Instructions for completing the spreadsheet are documented on the first tab in the Excel file.

New for 2014, the AFR must be submitted in electronic format, using the Excel spreadsheet. The submission will be done through a data portal, much like the budget forms, which will be made available through the Iowa Department of Management.

If you have any questions regarding the Excel spreadsheet or electronic submission of this report, please contact David Teachout, within this Office at 515-281-5550 or via email at [david.teachout@auditor.state.ia.us](mailto:david.teachout@auditor.state.ia.us).

### **Detailed Electronic AFR Upload Instructions:**

Prior to attempting an upload of the completed AFR Excel file, please make sure the file has been saved. In addition, please take note of where the AFR Excel file is located at (i.e., the specific folder) on your system.

The City AFR can be uploaded by going to [www.iowaonline.state.ia.us/dombudgetafr/default.aspx](http://www.iowaonline.state.ia.us/dombudgetafr/default.aspx) or by clicking on the link provided on the [All Funds – P1] tab of the AFR file. A link is also provided on the DOM website – City Budget Data page and on the Auditor of State website – City Annual Financial Report (AFR) page.

#### Step-By-Step Upload Instructions

- Navigate to the AFR Upload webpage via one of the links above. Make sure you have saved the AFR prior to uploading. The file may be uploaded while still open.
- Click on  to bring up a dialog window – browse to the saved, completed AFR Excel file. Once the file has been selected, click .
- The file name will now be showing in the browse window of Step 1 of the upload process. Click  to begin the upload verification process.

## Detailed Electronic AFR Upload Instructions (continued):

- The upload system will run a series of verifications in the beginning of the upload process. The following error messages may appear; below is a list of the possible errors and tips on how to solve the error:
  - ✓ **The file has already been submitted** – A copy of the city's AFR has already been submitted. The Auditor of State (AOS) will need to be contacted to remove the previous upload.
  - ✓ **You may be trying to upload a file that is not an AFR file** – The file that is being uploaded doesn't match the AFR format. Make sure you are not trying to upload a different report or budget by mistake.
  - ✓ **The file you have submitted has an invalid fiscal year** – Make sure you are using the most up-to-date AFR file from AOS.
  - ✓ **The City AFR is not correct, and appears to have been edited in Open Office** – The AFR needs to be completed in Microsoft Excel. Open Office and other spreadsheet programs do not offer the necessary password protection functions.
  - ✓ **The file submitted is missing a city name** – Input the name of the city on [All Funds – P1] tab in the AFR file, save the file, and re-try the upload.
  - ✓ **You have submitted a file that does not contain Actual and Budget Expenditures** – Either Budget information is missing from [All Funds – P1] tab or the Actual expenditures are missing from pages 1-5. Enter the missing information, save the file, and re-try the upload.
- If no errors are identified during the upload verification process, Upload Process: Step 2 will appear. This page will have several pieces of information pulled from the uploaded AFR. The name of the person responsible for the AFR completion should be entered along with the email address for this person. The phone number listed is pulled in from the uploaded AFR, but can be changed if necessary. Once the proper information has been entered, click  to complete the upload.
- Upload Process: Step 3 will appear next. This is a confirmation screen stating that the AFR has been successfully submitted. The option to print a confirmation page is available by clicking on . An email will be sent to the email address that had been entered during Step 2 of the upload process.
- Once the AFR has been uploaded, print the [All Funds – P1] tab from the AFR. This page should be signed and dated, then mailed along with the proof of publication (if applicable), to AOS at:

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